

**Be sure your clothes and grooming are appropriate for the occasion. Be 5-10 minutes early for your interview. Go to the interview alone. Be ready to fill out a job application.**

- Write clearly and neatly.
- Give exact information about yourself, your skills and education.
- Make a good impression on the receptionist or personnel clerk.

**Conduct yourself in a positive and courteous manner during the interview.**

- If you shake hands, do so firmly.
- Stand tall, sit straight and smile.
- Sit down only when the interviewer offers you a seat or sits down first.
- Think before answering questions.
- Speak clearly.
- Stay on the subject.
- Talk about your skills.
- When speaking, look at the interviewer.
- Pay attention and listen carefully.
- Ask questions if you don't understand.
- **How** you say something is important.
- Don't interrupt or argue.
- Don't complain about your former employer or co-workers.
- Don't mention personal problems.
- Don't smoke, chew gum or eat.

**Here are some typical questions. Be prepared to answer them.**

- Why do you want this job?
- What makes you qualified for this job?
- Why did you leave your last job?
- What do you want to be doing in five years?
- What are your outside interests?
- What hours can you work?
- When can you start?

**Answer all questions briefly and to the point. Relate your answers to the job for which you are applying.**

- Make sure the interviewer knows your specific qualifications for the job.
- Tell the interviewer you will work hard and are willing to learn.
- Mention your skills, especially when asked such questions as:  
Do you think you can do the job?  
Is this the kind of work you are good at?
- If you don't have specific skills for a job, talk about your desire to learn and willingness to work hard.
- Talk about school subjects, volunteer work or hobbies you have done well and that are related to the job.
- Don't say you'll "take any job." Say you're interested in **any work** you're able to do.

**Remember:**

- Before the interview ends, let the interviewer know that you really want the job!
- If you don't hear from the interviewer after a week or so, call them. Let him/her know that you're still interested in working for them.
- Don't be discouraged if you are not hired at first. An interview can be a very useful experience and can give you more confidence for your next interview.

**Go to the interview alone. Be ready to fill out a job application.**

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## **DSS** *Serving Children and Families*



### **Before the interview:**

1. Find out about the company. This shows your interest and will help during the interview. Find out:
    - What the company makes or does.
    - Who will be interviewing you.
    - The work hours or shifts available.
    - The salary range of the job for which you are applying.
  2. At home, write out details of your education, jobs you have had, work experience, references, Social Security number, etc. and take this information with you. This will help you fill out your application correctly.
  3. Be prepared for a possible drug screening and background check. Many employers require these as a condition of employment.
- Employers are looking for someone who will:
- Have a good attitude.
  - Be on time for work.
  - Be willing to learn.
  - Work hard.

## **Make the most of your interview by preparing for it!**



# **Making the Most of Your Job Interview**

**South Carolina  
Department of Social Services**